YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Maharaja Surajmal Institute
• Name of the Head of the institution	Prof. (Dr.) Rachita Rana
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01125552667
• Mobile No:	9891113744
• Registered e-mail	principalmsi@yahoo.co.in
• Alternate e-mail	iqac@msi-ggsip.org, iqac@msijanakpuri.com
• Address	C-4, Janakpuri, New Delhi
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110058
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	**Guru Gobind Singh Indraprastha University**
• Name of the IQAC Coordinator	**Dr.Monika Tushir**
• Phone No.	**01125552667**
• Alternate phone No.	**9899065934**
• Mobile	**9871498208**
• IQAC e-mail address	**iqac@msi-ggsip.org, iqac@msijanakpuri.com**
• Alternate e-mail address	**monikatushir@msijanakpuri.com, monikadavar@msijanakpuri.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.msijanakpuri.com/wp-content/uploads/2021/09/AQAR-2019-20-Updated.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.70**	**2012**	**15/09/2012**	**14/09/2017**
Cycle 2	**A**	**3.02**	**2017**	**30/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC	**26/07/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Shashikant Pandey	Poetic Presentation of Mathematics and its Pedagogy	NCERT, Delhi	2021 duration June 2019-March 2020	10,000
Dr. Preeti Malik	National Conference, GGSIPU Sponsered	Director, Student Welfare, GGSIPU	2021, Jan.29-30, 2021	1,00,000
Mrs. Rhythm Chaudhary	Financial Literacy Training, Reliance, CSR Initiative by ICT ACademy	Reliance Jio, ICT Academy	2020, Jan-March 2020	20,000
Mrs. Rhythm Chaudhary	Regional Student Convention	Computer Society of India	2020, Dec. 7-8, 2020	15,000
Dr. Vanita Anand	Development of Compendium of online webinars	NCTE	1-20 June, 2021	9,000
Dr. Promila Dabas	Development of Compendium of online webinars	NCTE	1-20 June, 2021	9,000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	No File Uploaded	

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• Academic Calendar for the Academic Year 2020-21 was made more holistic in approach and its successful implementation was monitored by the IQAC. • During covid-19 pandemic, infrastructure for online teaching was strengthened. • Institutional Social Responsibility activities were given due importance. • Organization of Seminars/FDPs/Conferences/Webinars for faculty enrichment and bridging the gap between traditional pedagogy and contemporary requirements. • Faculty members of different courses were encouraged to take part in the curriculum revision with affiliating university.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Designing of Academic calendar	The Academic Calendar for the session 2010-21 was made more elaborate and was successful executed.
2. Strengthening of Infrastructure for online teaching	Infrastructure for online teaching was strengthened
3. Focus on Institutional social and outreach activities	NSS cell institutionalized many activities were organized during the session
4.Organization of Seminars/FDPs/Conferences/Webinars for faculty enrichment and bridging the gap between traditional pedagogy and contemporary requirements.	Various programmes organized under IQAC
5.Participation in Curriculum revision	BBA/B.Com/BCA curriculum revision taken up by MSI Faculty with affiliating university.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Maharaja Surajmal Institute	31/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	19/03/2020

Extended Profile

1.Programme

1.1	212

Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**854**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**205**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**708**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**114**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**114**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**31**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**296**
4.3 Total number of computers on campus for academic purposes	**329**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

MSI has a well-planned process for curriculum delivery and documentation which calibrates with the commitment to provide best quality education for the students. The curriculum for different programmes in the College is set by the Academic council of BOS of the University that we follow. The curriculum is intimated by the University to the College through regular circulars and the University website. To ensure proper curriculum delivery the faculty prepares lesson plan for the respective courses and various Performa like AC-2 and AC-3 for monitoring. In this Pandemic situation, the college makes sure that the faculty members are available to the students through different digital modes like zoom, Google meet and Teams for the classes. In the Institute teaching and learning process was uninterrupted on the virtual mode through MS Teams and Google classroom platform. The Departments also hold monthly meetings to assess the covered curriculum and discuss the difficulties the students and teachers may be facing in the classes. Detailed reports of these meetings are sent to the Director. Each class has a class representative and it is his or her duty to report to the Teacher-In-Charge in case of problems and difficulties being faced in the teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.msijanakpuri.com/academic-calendar/,

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being an affiliated institute, the institute academic calendar is aligned with the University calendar. Each department plans its activities that are further aligned to the Institute academic calendar.

Compliance of Continuous Internal Evaluation with Academic Calendar

- **Time-table: The Time table Coordinator of each department prepares the time table as per the guidelines of affiliating university for the number of credit hours for each subject and the academic calendar prior to the start of the semester.**
- **Subject Allocation and Lesson Plan: After the allocation of subjects to faculty, course file of each subject is prepared consisting of detailed lesson plan. This course file is duly approved by the Head of the department.**
- **Mid-Term Exam: The dates of internal examination are also mentioned in the academic calendar. To maintain further compliance, exam sheets are checked within seven days after the commencement of each examination.**
- **Presentations, Class Tests and Class participation, Assignments and Quiz - In addition to the tests, assignments and quizzes are also the part of Continuous Internal Evaluation. Assignments are provided to students and solutions are submitted by students within time period.**
- **Student feedback – At the end of academic session students also submit their feedback for each subject through online feedback forms maintaining complete anonymity.**

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.msijanakpuri.com/academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University `A. All of the above`

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1168

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1168

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Being an Affiliated Institute, the Institute follows curriculum designed by the University. The University integrates cross cutting issues relevant to Gender, Environment and Sustainability human values and Professional Ethics into the curriculum by offering subjects like Business Ethics, Environmental science.

The institute has various committees to look after the social issues for the students such as Grievance Redressal Committee, Internal Complaint Committee, Student welfare and counseling, Mentorship. The institute has three tier System for counseling to tackle students' issues where psychologist is also available on call if required.

The infrastructure of the institute is eco-friendly that take care of environment and its sustainability aspects through rain water harvesting, solar panels, LED bulbs, tobacco free zone.

Apart from this, the institute regularly organizes activities such as Swatch Bharath Abhiyan, International Women's Day, Blood Donation Camps, like National Integrity, Equality, Peace, Patriotism and Brotherhood etc.

The NSS Wing of Institute promotes environmental awareness through programmes such as Tree Plantation Drive, Water Conservation, Health Check-up Camps, Plastic free campus and Blood Donation Camps etc.

The Institute organizes various Programs for gender sensitization such as self defense workshop for Women etc to make students familiar with the various related acts, rules and legal consequences.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

1440

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.msijanakpuri.com/wp-content/uploads/2.7.1-SSS.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

880

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

129

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Not all students have the same learning pace and it becomes important to give inputs on the basis of their learning ability. The students learning levels are identified on the basis of their class participation, classroom performance, working in groups and regularity in submission of assignments, punctuality and other interactions. The institute along with the compassionately involved teachers handles it sensitively, and pays required attention to learners with various paces. The institution adopts following strategies for facilitating and motivating the identified slow and better learners.

For Slow Learners:

• The mentors and mentee relationship help the students, particularly slow learners to develop their personality and move ahead. Class Coordinator is appointed for every class to take special care and attention to monitor, guide, and help the slow learners improve.

· **Remedial classes, mock test, group work, proficiency and personality development work.**

· **The class presentations and home assignments help the students to have in depth knowledge of the subject and build one-to-one interaction between student and teacher.**

· **Recapitulation of the topics helps the students to have insight to the previously covered topics and connecting with the new topics.**

· **The institute provide academic counselling through parent teacher meeting (PTM) periodically, to enhance the communication between parents-teachers-students.**

· **The institute provides notes through Moodle/ Handouts/ PPTs/Question Bank to facilitate slow learners to bridge the knowledge gap.**

For Advanced learners:

- **Advance learners are facilitated with state of the art facilities in terms of well-equipped library provided with latest edition of books, online journals, computer labs, internet and other amenities.**
- **Co-curricular or extra co-curricular activities encourage participative learning approach. Advance learners are also encouraged to take up internships and industry based projects.**
- **Students also participate in research activities of the teachers and learn beyond the prescribed course curriculum.**
- **The various activities like management -technical fest, quiz, debates, seminars, exhibitions, colloquium etc., are conducted for advanced learners to motivate them and help them excel in all the fields. As a result of well-groomed advanced learners, the institute has bagged 29 Gold Medals so far, higher than any other affiliated Institute of GGSIPU.**

File Description	Documents
Link for additional Information	https://sites.google.com/site/centrallibrary maharajasurajmal/resources/e-resources/subscribed-e-resources?authuser=0
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
854	88

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

A conducive 'learning environment' has been there focussing on academics for holistic development. Student-centric approach is followed. Goals and objectives are not flowing from top-to-bottom, but are prepared through participative management. The institute supports student-centric learning through its efforts at creating a learning environment which allows students to think, answer and ask questions. The basic strategy adopted is to provide students with a diversity of learning experiences. For a dynamic learning environment lectures are supported by assignments, discussions, projects and motivation towards the research work also. The student-centric learning is promoted through different types of interactions to ensure that real communication takes place in the classroom. There are various methods used to make learning student-centric. The strategies in this regard are as follows –

- Adoption of innovative methods.

- Industrial visits/field visits are organized to enhance the skills of students.

- The Lab-manual containing suitable assignments in order to develop reading and research habits are made available to the students of all classes.

- Proper mentoring of students by their class coordinators.

- Strengthening of library resources and services.

- Nourishment of organizational and managerial skills by students themselves by participating in technical events.

- Exhibiting literary and technical creativity through

annual magazines and bi-annual letters.

·   Fully computerized air-conditioned library with a collection of the latest books and journals which the faculty uses effectively to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge.

·   Provision of seminar halls in which students participate in GDs, Debates and Seminars.

·   Encouragement to use ICT by the staff and students to keep them abreast with the latest developments in their respective field of study.

The Emphasis is on helping the students to acquire critical thinking, interpersonal communication skill, listening, problem solving and knowledge management skills, Team work during minor and major project and group interaction all of which enable the students for lifelong learning.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://sites.google.com/site/centrallibrary maharajasurajmal/resources/e-resources/free-e-resources?authuser=0

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Institute is providing ICT enabled classrooms with state of the art infrastructure. ICT can enhance the quality of education by increasing learner's motivation and engagement. Increased needs of students can be fulfilled by use of various tools of ICT. Faculties are assisted by helping to provide access to more and better educational content, for simulations of effective teaching practices by using e-resources like google classroom, digital learning resources, videos, case studies, Quiz etc. To cater the growing needs of online teaching during the pandemic Institute has purchased MS Teams software for smooth conduct of classes. Faculties are provided hand on session for effective use of the platform. It provided and enable learner support networks, both in face to face and distance learning environments, and in real time asynchronously.

The platform offers an online collaboration space in which teachers and students can share notes, chats, meetings, assignments and apps. It provides an essence of offline teaching by making the online learning just as personal engaging and socially connected as learning in a classroom. Faculties on this platforms creates a digital hub that brings conversations, content, assignments and apps together in one place to create a vibrant learning environment.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.msijanakpuri.com/wp-content/uploads/2.3.2-ICT.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

88

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

88

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

88

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

906.66

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination is important aspects of the academic curriculum. Examination is a procedure to assess the ability of the student in terms of subject knowledge, skill, aptitude etc. The continuous internal evaluation (CIE) system is nothing but an assessment frame work designed to monitor the gradual progression of the students in terms of educational standards and teachers share evaluation criterion with the learners on the start of semester. After every internal examination the evaluation will be done and the marks are shared with the students and the results are entered in the students Progression Records maintained by departmental result committee

separately. After completion of the internal exams and practical exams the marks obtained by the students should be uploaded in the University login which will be kept open by the University for a limited period of time.The performance of the students in CIE(continuous Internal Evaluation) is reviewed in the internal academic audit and the remedial measures are initiated to improve the standards of the students and quality of education.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.msijanakpuri.com/departments-courses/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Regular Meetings: There is constant interaction between the Director and the faculty to discuss and deliberate upon all matters related to the evaluation process and practices of Internal Assessment. There is a Uniform Policy for the entire institute.The teachers also deliberate the progress of the classes they teach, and evolve a uniform policy of evaluation at the departmental level. • Department Meetings: The departments hold regular meetings to ensure that the teachers take regular class tests, assignment, presentations etc. as a part of the initiative taken by the Institute for effective evaluation of the students. • Adherence to Norms: The Institute strictly adheres to the mandatory University Evaluation norms and teachers are granted duty leave for participation in Departmental meetings at the University related to evaluation. It is mandatory for all the teaching faculty members to take part in the evaluation process.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.ipu.ac.in/exam_notices.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Institute uses following avenues to make the students and faculty members aware of the learning outcomes: 1. Vision and

mission of the institute which clearly imbibes these outcomes, is conveyed through institute's website, notice boards, prospectus, newsletters etc. 2. Course curriculum states expected learning outcomes for each subject of all the courses. The same are made known to all the stakeholders through University Syllabus which is available on Websites of university and Institute. 3. Lesson Plan – The institute has a practice of planning the semesters well in advance to facilitate smooth execution of work. Individual Faculty members prepare their lesson plan in the beginning of every semester for every subject taught by them. This ensures that the learning outcomes are achieved well in time. 4. Interactive sessions with students like Orientation Programmes, Director's address, etc. are utilized for informing students about the learning outcomes of their course/program. 5. Apart from aforementioned modes, meeting of staff with Institute's Director, departmental meeting by HOD are conducted to disseminate the expected learning outcomes to the faculty members.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.msijanakpuri.com/departments-courses/
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The program outcomes and course outcomes are assessed through direct and indirect methods.

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams, students projects and internal assignment. At the end of each semester, university conducts examinations based on the result published by university the course outcomes are measured. Internal tests are conducted per semester to ensure that students have achieved desired level of competencies at module level. To evaluate, whether corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject. Finally, the

students result and placement data showcase the overall mapping of the PO's and CO's.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.msijanakpuri.com/departments-courses/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

705

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://www.msijanakpuri.com/wp-content/uploads/2.6.3-Final-Annual-Report-2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.msijanakpuri.com/wp-content/uploads/2.7.1-SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.63

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://ncert.nic.in/ https://www.ipu.ac.in/ http://www.ictacademy.in/ http://csi-india.org.in/ https://ncte.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

44

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

82

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

50

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institute organizes and participates in various extension activities to promote the institute-neighborhood community to sensitize the students towards community needs during the year. The students of our college actively participate in social service activities leading to their overall development. The various departments of the college are conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Cleanliness, Green environment & tree plantation, Gender sensitization, Cloths & stationary donation camp, Campaign - Say no to crackers, Hygiene and Environment Awareness, Plantation drive, Mental health awareness, Feed animal drive for stray cows, National

Youth Day celebration, Road safety awareness campaign, NSS Day celebrations, Blood donation camps etc.

All these mentioned activities have a positive impact on the students and they developed student community relationships, leadership skills, and self-confidence of students. It also helped in cultivating the hidden personality of students and creating awareness among students. Apart from this the significance of clean surroundings, hygiene, sanitation in the neighborhood, garbage disposal, and sensitizing the community at large to these vital issues. All these initiatives have gone a long way in the holistic development personality of the participants of these programmes. Blood donation camp strengthens the sense of empathy and compassion among donors and also install in them a sense of commitment and ethical responsibility. Programmes on women empowerment create awareness among girl students of their condition and their rights and among boys a sensitivity towards problems of women, leading to a lessening of gender bias and patriarchal prejudices. All this leads to informed, balanced and responsible citizenship.

S.No

Name of the activity

Organising unit/ agency/ collaborating agency

Name of the scheme

Year of the activity

1

E-cell, MSI organized clothes and stationery -Donation Camp

E-Cell MSI

Enterpreneurship

28 Sept 2020

2

Plantation Drive

NSS MSI and Prakriti MSIT

Plantation Scheme: One Student:One Tree Campaign

11 Aug 2021

3

Mental Health Awareness Week

BEd Deptt MSI

BEd DEptt MSI

07-10 Oct 2020

4

Feed Animal Drive for Stray Cows

BCOM MSI

Ethical Activity

8-9 Oct 2020

5

Celebration: National Youth Day

Youth Peace Founadation:Delhi

12 Jan 2021

6

Road Safety Awareness Campaign

Honda India

NSS MSI

28-29 Aug 2020

7

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NSS Day Celebrations

NSS MSI

NSS-MSI

24th Sept 2020
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File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

23

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

74

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1989

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

21

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Institute has fully air-conditioned 1 Auditorium, 2 Seminar Halls, 1 Conference Hall/ Video Centre equipped with ICT facilities. There are spacious, well lighted 29 classrooms which are equipped with white boards and green boards. 14 classrooms are equipped with LCD projector facilities. 8 staff rooms are equipped with Webcams and Headphones. Institute has 9 state of the art fully air-conditioned Computer Labs with ultra modern 258 computers. 4 labs are equipped with LCD projectors. All computers are connected via LANs. High speed Internet facility is available throughout the campus. Institute has 1 B.Ed Curriculum lab and 1 B.Ed art lab. All classrooms, labs, library, staff rooms are under Wi-Fi coverage. A total of 72 computers are installed in staff rooms, library and office. Total number of Laptops in the Institute is 7. All labs, staff rooms, library and office are equipped with printer facility. Institute uses Google Classroom, Google Meet and Microsoft teams to conduct the classes and evaluation of its students. Library has more than 30000 books, more than 3000 online/e-journals and more than 3000 E-Books, fully air-conditioned reading rooms with seating capacity of 150 students. Book bank facility is also functional.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Auditorium: Meticulously planned, well-equipped air-conditioned state of the art auditorium with seating capacity of 550 persons. The auditorium is being used to organize National/ International Conferences, Seminars, Workshops, Culture fest, IT fest, Orientation Programmes, and co-curricular activities. The auditorium is well furnished and equipped with modern projector, public address system and other audio-visual aids.

Seminar Halls: Maharaja Surajmal Group of Institutes have well-equipped Air-Conditioned state of the art two Seminar with seating capacity of 120 persons. The seminar halls are being used to organize various co-curricular activities for students and staffs. The seminar halls are well furnished and equipped with modern projector, public address system and other audio-visual aids.

Sports Ground: Spacious pollution-free Playground of 3.14 Acres (13860 Sq. Mtrs) with panoramic green surroundings.

Outdoor games

. One Football Ground

. One Volleyball Court

. Two Badminton Courts

. Cricket Ground

Indoor games

. Two table tennis tables

. Carom boards

. Chess boards

. Chinese checker

Sports items for Cricket (Bats, Balls, Wickets, Mat, Gloves, Pads, Kits), Badminton (Net, Racquets, Shuttles), Football (Goal posts, ball), Volleyball (Net, Ball), Table Tennis (Tables, racquets,

balls), Carom and Chess boards are available in the Institute.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

31

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

297

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

ILMS Software "Alice for Windows" is used at MSI Library and comprises modules which are required for day-to-day transaction of a library, i.e., management, circulation, inquiry, and reports and utilities. It is important to mention here that OPAC module is known as inquiry in AfW.

Maharaja Surajmal Institute's Library is fully automated. All the processes like Management (Record of users and books), Cataloguing, Circulation, Periodicals, Barcoding, Web-OPAC Search etc. are fully done with the help of library management software "Alice for Windows" provided by Softlink Asia Pvt. Ltd. Maharaja Surajmal Institute's library is automated since 2006, the current version being used is 6.00.016.

Various modules used are:

- acquisitions (ordering, receiving, and invoicing materials).
- cataloging (classifying and indexing materials).
- circulation (lending materials to patrons and receiving them back).
- serials (tracking magazine and printed journals holdings).
- Web OPAC (OPAC stand for online public access catalog (public user interface).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://www.msijanakpuri.com/wp-content/uploads/4-2-1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.93

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

110

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

MSI has 9 well equipped, spacious and well maintained computer labs with 258 latest computer systems which are interconnected to each other through LAN. The Internet facility through a 1:1 Lease Line of 25 mbps from Spectranet and 40 mbps of Airtel Broadband in all labs. Labs, classrooms, corridors, library, office are covered with Wi-Fi

range. Labs are equipped with LCD projectors to show graphical contents to the students for easy and quick learning. All computer systems are updated with latest version of required software as prescribed in syllabus. Microsoft campus agreement is regularly renewed. MSI is having all teaching aids related to online teaching. Faculty members are provided with Webcams, Headphones, licensed MS-Teams software to take online classes. Google Classrooms, Google Meet and MS-Teams are regularly maintained to conduct the online classes and evaluate the students. Laptops, Printers, Scanners of latest computers are available. To upkeep of the computers and IT infrastructure, institute has full time lab attendants who manage the networking and troubleshooting of computer systems and other accessories. The maintenance of the computers is outsourced to M/s Systemtek Computers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/4-3-1.pdf

4.3.2 - Number of Computers

258

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution   A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support

facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

24

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigns enough funds for maintenance and repairing. Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN facilities, Modems, Routers, Internet facilities including Wi-Fi and Broadband. It is monitored by Convener, Lab Maintenance Committee. Institute outsources the House Keeping & Security service which takes care of cleaning of floors, classrooms, labs, toilets, regular cleaning of water tanks, water coolers, proper garbage disposal, pest control & overall security of the campus. Institute outsources the maintenance of ACs, Water Coolers & purifiers, Lifts, CCTV, Biometric & Intercom facility. Generator facility for power back-up is available for the entire campus. Fire-fighting system is in place and inspection is done every month by a Committee. Hostel facility for girls and boys are available in the campus. Separate Wardens are the in-charge of both the hostels. Facilities and cleanliness in men's and women's hostel is maintained through Hostel Monitoring Committee. Solar heaters are available for winters. Institute has full time Maintenance Engineer, Electrician, Plumber and Caretaker who monitor the upkeep of the overall infrastructure.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/4-4-2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

65

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.msijanakpuri.com/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

Nil

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

235

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

182

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

20

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

19

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Two class representatives (CRs) are selected from each class of the institute based on their class performance and rapport with the other students of the class. The CRs represent the different concerns of their peers before the class coordinator, HOD, and even meet regularly with the Director to discuss various issues they might be facing. These regular interactions remove the scope for any communication gaps and help the institute develop action plans accordingly.

There are around 10 student societies for Quizzing, Debate, Photography, Dramatics, Music, Dance, Technical Society, Entrepreneur, Theater, Literary events. Student coordinators and members of each society organize all events and hand over the reports to their faculty coordinators. Student coordinators of these societies select students from all the classes and make teams for different events and allot responsibilities for conducting the events.

MSI encourages students to be active members of the Quality Assurance Cell for promoting academic excellence. In every meeting of IQAC, student representatives participate and give their valuable inputs.

Students are also members of various committees viz. Women Development Cell, Student Grievance Redressal, Anti-Ragging Cell, NSS Cell, and also assist in discipline-related activities.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/5.3.2.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

28

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

MSI Alumni Association is registered under The Societies Registration Act of 1860 on 27th March 2019. It organizes alumni meets regularly, which serve as a platform to bridge the gap of student – alumni interaction to inspire them to excel further in their respective career. Alumni Association has contributed towards the Institute as follows:

• It has established a link between the alumni and students, promoting the exchange of educational and business experience, social-cultural interaction, along with a sense of pride and goodwill among them through regular get-togethers.

• The Alumni have guided and channelized the efforts of the students seeking superior opportunities to learn and grow.

• It has contributed towards bridging the gap in academic curriculum and industry requirements, by emphasizing on inculcation of entrepreneurial skills in the students. Towards this, the association has organized various pre-placement and skill development activities, particularly for Soft Skills and ICT skills, and helped in setting up start-ups.

• Alumni share various new thoughts, ideas and experiences with MSI students for their placements and career progression and offer support for student placements through their existing corporate links.

• It honors distinguished alumni of MSI, who have brought

national acclaim in their respective domains.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision statement: MSI is committed to provide the distinctive learning environment for the development of professional competencies and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the "Quality Management System."

Mission statement: Developing new paradigms in education in management, computer application, e-business, teacher education and national values leading to student empowerment with an inclination for creative and cohesive group functioning in a global scenario.

B.Nature of Governance: The institution follows a decentralized and democratic mode of governance with all stakeholders and members (Director, Heads of Departments and the Conveners of various committees) participating actively in its administration.

C. Perspective Plan

The perspective plan includes the horizontal expansion by increasing the student intake of BCA programme and by starting BBA (LLB)/BA (LLB) and vertical expansion by starting MBA and establishment of the University under the aegis of SMES.

D. Participation of Teachers in Decision-Making Bodies

The Institute provides autonomy to Heads of Departments, teacher's representatives in the Governing Body and through various committees instituted by SMES likePurchase Committee, Hostel Committee, Publication, Seminar and Research Committee etc.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/vision-and-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participative management in keeping with its belief in collective leadership and democratic traditions.

The administration is decentralized in the way that the Director with the support of Heads of the Departments and various committees participates in decision-making which creates an environment of organizational participatory democracy. The Governing Body delegates all the academic and operational decisions based on Institutes policy to the Director, HOD's, and Committees members to achieve the vision and mission of the MSI. The Institute supports a culture of participative management. All academic and administrative activities are decentralized and decisions are taken based on the discussion in Director's meetings with HODs. Minutes of meetings are documented and informed to all concerned. IQAC which plays an important role in Quality Initiatives also has members not only from faculty, but also representatives of students, industry, and alumni. Class coordinators organize and conduct the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians. Faculty members often take the lead in planning seminars, workshops, career counseling sessions, remedial measures, inter-departmental activities, industrial visits, and study tours.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/2021/08/MSI-Committees-2021-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute strategically plan to evolve as a centre of excellence within perview of its vision and mission. The major planning is related to the optimum utilization of the area, infrastructure and the cost-benefit analysis being a self-financing institution. For the same Higher Education Advisory Sub-Committee with Director, MSI as a Member Secretary looked into the nuances and scope of opening the Law College and MBA College. After much deliberations, the committee had decided to go with growth and expansion plans of the Institute by starting the BBA (LLB)/BA (LLB) and MBA Programme with a student's intake of 60 and 120 (LLB) and 120 (MBA) respectively from the academic session 2022-23. The action plan has been prepared with the proper time frame to complete the different phases of approval and affiliation process from the statutory bodies. The plan includes the requisite documents and the budget preparation related to the instructional area, infrastructure, library, faculty, processing fee, and affiliation process etc. The Committee has also initiated the process of seeking approval, NOC, and affiliation with GGSIPU, Bar Council of India, and AICTE. The institute has also been successfully granted the increase in BCA students intake of 60 students w.e.f academic session 2021-22.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.msijanakpuri.com/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram of the Institute describes the decentralized

structure of administration. It is a cooperative effort of the Management, Director, teaching, non-teaching staff, and students with the cooperation and support of all stakeholders in pursuit of the common objective. Another important characteristic of the Organogram is that its decentralized structure including participation of all stakeholders like the students, parents, guardians, alumni, NGOs, Corporates and Media Houses.Under the administration of the Director, various Committees and cells are formed like IQAC, Time-Table Committee, Students' Grievance Redressal Cell, Anti Ragging Cell, Software and Women Development Cell etc. to maintain the discipline amongst the college students. Salient features are:

- The Academic Committee of SMES takes all the major decisions regarding academics-related work.
- The Governing body conveys all the decisions taken by the Academic Committee to the Director and staff.
- Director MSI calls the meeting of the Deputy Director and all the HODs for asking about all departmental issues.
- The Director supervises the administrative and non-teaching staff and also looks after the hostel in the premises.
- The HODs conduct meetings with the entire staff members and student representatives to discuss the various needs at the departmental level.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/2021/08/MSI-Committees-2021-1.pdf
Link to Organogram of the Institution webpage	https://www.msijanakpuri.com/msi-organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for both teaching and non-teaching staff. No employee has been shunted out during the COVID period. Some are as below:

- The Institute provides salaries as per UGC norms and 6th Pay commission-based salary and leaves benefits.
- 10 Academic Leaves and 8 Casual leaves(Teaching Staff)
- Earned Leaves (Non-teaching staff)
- 10 medical leaves.
- Maternity leaves of 135 days
- Payment of Gratuity
- Employees Provident Fund.
- Staying of Guests in Campus Hostel.
- Provision of staying in staff quarters.
- Subsidized meals are also provided in the hostel mess.
- Career Progression Schemes.
- Best Employees Awards every year.
- Free Parking space within the campus.
- Proper research facilities like library, research lab, and internet with Wi-Fi connectivity.
- Sanitary pad vending machine
- Spacious Faculty Rooms.
- Staff provided with ACs / Water Coolers / Microwave / generator etc.
- Travelling Reimbursements
- The institute sponsors the registrations to attend academic conferences and seminars.
- Institute organizes workshops, FDPs, seminars, and conferences for faculty development.
- Free Environment and direct reach to superiors.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

-1

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

18

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	[View File](#)
Reports of Academic Staff College or similar centers	[View File](#)
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

76

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution has a well-developed Performance Appraisal System. All the faculty members are required to submit a self-appraisal report/Career Advancement Performa every year, along with all the documentary proofs. The areas in which faculty members are appraised are:

- Qualification up-gradation
- Research and Academic Performance
- Training, FDP, Workshops attended
- Papers presented in Conference/ Seminars/ Workshops
- E-Content Development
- Results of the classes taught in the previous semester
- Contribution in co-curricular activities
- Research Publications
- Publications of books, Articles
- Professional membership
- Contribution in providing service to the Department

The information furnished is duly evaluated by the HOD, the Director, and the score sheet of each faculty member is submitted to the management. Faculty feedback is also taken from the students during the semester.

The performance of the non-teaching staff is assessed on several parameters like:

- Responsibility
- Punctuality
- Dedication and Commitment towards work
- Loyalty: supports and follows institute's policies and guidelines
- Oral Communication: speaks effectively with seniors, colleagues & students
- Leadership: gives clear directions and listens to co-workers
- Teamwork & Relationship with fellow faculty and staff.

These feedback forms are further analyzed by the Director of the Institute who counsels those non-teaching staff members whose performance has invited criticism or needs improvement.

File Description	Documents
Paste link for additional information	https://forms.gle/tnrjA5Gf2DSU9ZBZ7
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a pre-defined mechanism for internal and external audit.

- · Internal audit is conducted by Director, MSI along with HODs of the various departments.
- · External audit is conducted by Joint Assessment Committee (JAC), Department of Higher Education, Government of NCT of Delhi and GGSIPU. Based on the suggestion given by the committee members, the corrective measures to improve the process have been incorporated.

The accounts of the Institute are audited every year by a registered chartered account firm. The income-expenditure statement and balance sheet of the Institute are prepared for each financial year and submitted to the Income Tax department by the approved auditor.

Major Audit objection and compliance in the last external report:

Observations regarding the shortcomings given by the Academic Audit Inspection of GGSIPU and Joint Assessment Committee Inspection of Department of Higher Education mentioned in our last affiliation letter have been recorded and the action taken/ compliance report has been sent to our affiliating university and Department of Higher Education.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1,00,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy of the Institution serves to identify the funds available for the smooth conduct of various programs. Funds of the Institute are generated primarily from sources like tuition fees, student activity fees and sponsorships. The Institute's Treasurer in consultation with the governing body is responsible for the management of funds thereby ensuring transparency in the process. The income and expenditure are in accordance with the annual budget.

The policy outlines the following procedures for optimum utilization and efficient management of generated funds:

- **Adequate funds are allocated for effective teaching-learning**

practices that include Orientation Programmes, Seminars, Workshops, Inter-disciplinary activities, faculty development programmes, Refresher Courses that ensure quality education

- Budget is utilized to meet day-to-day operational and administrative expenses and maintenance of fixed assets.

- Funds are utilized for enhancement of library facilities.
- Adequate funds are utilized for the development and maintenance of infrastructure.
- Funds are also allocated for social service activities through NSS.
- The extracurricular activities are also focussed upon and adequate funds are provided for Sports and Cultural activities.
- Scholarships and prizes are provided to deserving students.
- Salaries, Provident fund and other incentives are provided to the staff.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/notices-circulars/fee-notice-for-newly-admitted-1st-year-students/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC has contributed significantly for institutionalizing quality assurance strategies and processes resulting in numerous University gold medals. Following are the two examples of best practices institutionalized.

1. Performance and Academic Audit by Management.

The Institute undertakes performance and academic audits of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Committee is set up for this purpose to review the academic progress regarding the teaching-learning process through the following:

1. Check on timely delivery of lesson plans using standardized lesson plan formats.
2. Conduct of Teaching performa is used to monitor the regular delivery of lectures by the teachers.
3. Inspection of Course coverage and Attendance registers by the Management to bring about quality improvement in academics.

2. Open Door Policy System. The Institute has an open-door policy for all employees with the main objective to encourage healthy and constructive discussions and promoting an open and welcoming work culture. The employees can meet the Director, Management Committee members and Chairman-SMES for redressal of any grievances/ problems without any prior appointment. The employees can also provide suggestions and feedback to the management for quality improvement through mail or suggestion box installed in the Institute premises.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/gold-medalists-of-msi/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Institute highlights on learner-centric education approach that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices.

Reform No 1: Enhanced Use of ICT Resources for teaching-learning:

Under the supervision of IQAC, the Institute was proactive in ensuring regular online studies during COVID 19 pandemic. Institute has purchased MS Teams software, advanced ICT tools, broadband internet Wi-Fi facility. The Institute switched to online platforms like Microsoft Teams, Google Meet, Google Classroom, Zoom to conduct classes, sharing of study material, conducting quizzes, webinars, extracurricular activities.etc. The conduct of examinations and Internal assessments was also done online.

Reform No.2: Use of Online Students Feedback for review and improvement of the teaching-learning process.

Due to COVID situation, the Institute has shifted from offline to online mode of collecting student feedback. Online feedback is collected from the students using feedback performas which are analyzed department-wise, semester wise and class-wise. This is followed by subject-wise feedback of the teachers to bring about qualitative improvement. The feedback is reviewed by IQAC to find out the areas of improvement in teaching-learning progress and through feedforward mechanism, the same is communicated to faculty members for their professional growth and development.

File Description	Documents
Paste link for additional information	https://forms.gle/tnrjA5Gf2DSU9ZBZ7
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.msijanakpuri.com/wp-content/uploads/2.6.3-Final-Annual-Report-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute is committed towards providing fair access to students as per their needs. For this, the Institute has dedicated itself to Gender Mainstreaming. To implement this, the Institute has initiated various measures in the year 2020-21.

- The institute has a very effective Women Development Cell with the aim to promote women welfare and empowerment through self defence training, seminars, cultural programmes, creative writing and awareness towards the women specific issues. It has been constituted to ensure safety of women, both staff and students on the campus.
- The Institute is also equipped with separate common rooms for both boys and girls that caters to the students who may need personal space to interact with their peers or rest in case of emergency.
- To honour womanhood and mark the International Women's Day, March 8 was celebrated in the College Auditorium.
- An online event was organised on 6th of March 2021 titled as 'Wings of Magic' with the mission of promoting participation, strengthening voices, and making women self-dependent.
- For safety and security, the Institute has restricted entry at the gates, only students with ID cards are allowed.
- The Institute has a counsellor to cater to students specifically on gender related issues.

File Description	Documents
Annual gender sensitization action plan	http://www.msijanakpuri.com/wp-content/uploads/Criteria-7.1.1Annual-gender-Sensitization-Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.msijanakpuri.com/wp-content/uploads/Criteria-7.1.1-Safety-Security.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	[View File]()

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The waste management facilities in the institute are:

- **The college has implemented a solid waste management system involving segregation of wet, dry, paper and green waste, by setting up of dustbins of different colours.**
- **Due to the nature of the courses taught, no biomedical waste material is produced in the institute.**
- **To manage E-waste, obsolete electronic and computer accessories are exchanged with new equipment under Buy Back Scheme. Institute keeps all computer software updated and they are upgraded at regular intervals. Computers with basic software are donated to a school in Shamli. Also, the Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN facilities, Modems, Routers, Internet facilities including Wi-Fi and Broadband. It is monitored by Lab Maintenance Committee.**
- **Due to the nature of the courses taught, no hazardous waste material is produced in the institute.**
- **Institute has dedicated ECO club that aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the youth and the populace. Also, the Institute outsources the maintenance of its greenery and landscaping. Plantation drives are a regular feature.**
- **For plastic waste management the principle of 4 R's is implemented which is Refuse, Reduce, Reuse and Recycle.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.msijanakpuri.com/wp-content/uploads/Criteria-7.1.3.final7weblinks.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute is committed to creating an Inclusive environment, to

cater to the needs of all cultures of society. To inculcate harmony towards cultural diversity, a number of events were organised in the Year 2020-21.

TEAM SIFAR organized EKALAAP - The Monoact Festivaland Dram-e-Baazi: The Online Video Making Competition.Dram-e-Baazipeople was aimed at harmony towards cultural diversities.

MSI NSS Wing organised a comic strip competition "Draw with Pride" the aim of the event was to promote unity in diversity to break socioeconomic barriers.

The NSS-MSI organized for preserving the valuable culture and heritage of our country. Nritya Kala was organized with an idea to depict various traditions and cultures of our country in the form of this beautiful art with the theme of Indian Cultural Heritage.

To include children from economically weaker sections of society, NSS MSI in collaboration with Girl Up Noor recently organized Dor Unplugged: which aimed at providing mobile devices to needy students.

NSS-MSI conducted an interactive live session, SPECTRUM OF IDENTITY with Mr. Suresh Ramdas, a proud member of the LGBTQIA+ community and winner of Mr. Gay India, 2019. This event was organized to remove gender discrimination against LGBT communities and include them in mainstream.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Throughout the year the institute has made dedicated efforts to make its students and employees not just aware of their constitutional rights but also corresponding duties through which they can be an asset to the society. Following are few of the activities conducted in the concluded year:

- The Department of Commerce, Maharaja Surajmal Institute organized a two-day activity for feeding stray cows in order to sensitize students towards animals on 8th-9th September 2020.
- E-cell, MSI organised clothes and stationary donation camp on 28th Sep, 2020. This "No money-only clothes and stationary camp" helped underprivileged people by raising daily need items from people who envisaged to help in these hard times. This was aimed to educate students about their duties towards underprivileged.
- In order to sensitize student towards human values, an informative session titled "Role of Values" was conducted for the students of B.Ed. program of Maharaja Surajmal Institute on 29th May 2020.
- A National Conference on "Human Values and Ethics: Journey of a Teacher towards becoming a Reflective Practitioner" was organised here at the institute. Eminent Prof. Mahesh Vidyalankar addressed the audience on "The Significance of Gita in Our Lives".

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following activities were organized by MSI to commemorate National and International Days:

- **On the occasion of National Youth Day- 12th January 2021. Youth Peace Foundation team Delhi helmed an event at Maharaja Surajmal College to create awareness about humanity and peace amongst young generation. The team had planned numerous activities for the audience such as Rally, Interactive sessions etc.**

- **A grand celebration was organized to honour womanhood and mark the International Women's Day on 08th of March in the College Auditorium of the Maharaja Surajmal Institute, Janakpuri, New Delhi at 10:30 AM. All the employees working in various departments – teaching, non-teaching staff, and many others joined the program. An orientation class for the self-defence training program was conducted by Ms Shashi and her team from Delhi police unit.**

- **Eco green fest was organised consisting of four events on the occasion of Environment Day on 5th & 6th June 2021. Due to Covid-19 restrictions all the activities were conducted online. On 5th June, Memories- online meme making competition & Got Dirt- Making a miniature garden, inside a covered glass or plastic container, add some pleasant greenery in your home was organised.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File]()
Geo tagged photographs of some of the events	[View File]()
Any other relevant information	[View File]()

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Weblink - http://www.msijanakpuri.com/wp-content/uploads/scan0005-1.pdf

  1. Title- No one is left behind

Objective: The institute makes conscious efforts to ensure that every constituent of society gets adequate representation and participation in the mainstream education system. To help transform the society where everyone has access to opportunities to grow and realise their potential we aim to achieve the following objectives through our practices:

  1. **To address heterogeneity and create an inclusive environment for students**
  2. **To ensure holistic development of students through nurturing excellence by providing opportunities to diverse talents.**
  3. **To build capacities and facilitate intellectual evolution of students**

Context - We live in a society known for its diversity. This diversity in terms of gender, income groups, different intellectual capabilities, differing physical abilities etc. is our identity. However despite being the foundation of modern society, there is still a lurking need to embrace the differences that make each individual unique and yet a part of a common system where being different should not makes one's life difficult. Being an educational institution our responsibility towards ensuring fulfilment of this unfulfilled need multiplies manifold as we have the power to imbibe these values amongst the future generation. Moreover the ongoing pandemic has made the challenges even severe and functionality issues have hampered the progress. Issues such as inadequate training to optimally utilise the existing tools and

centrality of need for effective communication have come to the fore. Thus we have to strengthen our efforts even further to serve the society well.

Practice: Institute has consistently made efforts to keep abreast with the frequent changes, be it Covid-19 pandemic related challenges or the constant need to upgrade to higher levels of institutional preparedness to ensure all round student development while valuing diversity and giving specific emphasis on the intellectual evolution of its students.

With these key objectives in mind strategically planned, result oriented activities are conducted throughout the year namely:

1. Scholarships to socially and economically weaker students are provided. Special scholarship schemes by GGSIPU for financial assistance to those who were caught in the horrifying pandemic and lost either or both of their parents are provided to MSI students. Governmental scholarships facilities are also communicated to the students so they can benefit from them.

2. For ensuring academic enrichment and capacity building of students, keeping in view the heterogeneous intellectual capacity levels, institute makes special efforts to assist students in their learning cycles by customising the learning outcomes. For above average students, the institute focuses on imparting the knowledge deemed 'Must know, Should know and Could know.' For students with average ability, 'Must know and Should know' information is delivered and finally for students with below average ability, only information deemed 'Must know' is transacted to ensure they get adequate space to cover up without being overburdened beyond their capacity.

3. To further facilitate evolution at intellectual level, additional inputs are given to exceptionally bright students and remedial classes are provided to students who need additional assistance in coping up with the dynamic pace.

4. To ensure adequate representation and inclusivity, admission process ensures adequate representation of students belonging to Scheduled Caste/Scheduled Tribes as well as students belonging to other states.

5. Adequate counselling facilities are made available with a trained psychologist on call and a full time counsellor to address the pressing emotional and psychological needs.

6. Regular seminars and webinars are organised for intellectual evolution of the students on contemporary topics to reduce curriculum-industry gaps.

7. Student are encouraged to participate in various societies

working at institute level to harness their hidden potential and promote holistic development.

8. To bring about holistic personality development, several events as environmental day competitions, poster making competitions, advertising events etc. are scheduled.

9. To bring out maximum potential of students even during pandemic times, online tools of learning were provided by the institute in the form of MS Teams (paid) to facilitate online classes.

Evidence of Success – MSI helps students reinvent themselves by grooming them into confident, able, skilled and motivated adults focussed towards a bright future. This is evident by the successful placements of students as a majority of them have been able to secure themselves a job even in these challenging times with the best of employers on board. The compensation packages received are amongst the best in the strata. Students are recipients of various awards and recognitions by winning and participating in different competitions, fests, quizzes etc. at different colleges, institutes and universities. MSI boasts of a successful alumni network wherein its students have been able to distinguish themselves from the crowd and have earned recognition in the external world. Moreover, students have successfully started their own entrepreneurial ventures with the learnings that they received here. Continuous assessment mechanism has helped students become competitive and sharp at the same time. Number of students have earned admission in foreign universities and other Indian universities of repute from higher studies. Hence all this testifies the significance of efforts made at MSI to ensure holistic development and overall growth of its students.

Problems Encountered– Though over the years, there has been a very positive feedback collected from students, renewed focus is needed to ensure that the results further improve with pandemic threatening the traditional ways of learning. Though students effectively adopted to the new ways of learning but infrastructural access is still an issue. Not every student had access to the required tools of modern ways of learning and thus providing access is an issue. To ensure adequate engagement of students using online tools, teachers have to be more creative and informative at the same time. Additional training and skill development sessions can be helpful. Students have shown resilience and grit to overcome challenges in the past and have blossomed in face of adversities. However, with rapidly changing face of education, students and teachers alike have to transform to keep pace and remain relevant.

2. Teaching to foster competence and capability with accountability and responsibility

Objectives: Realising and appreciating the important role that the faculty members play, the institute has taken adequate steps to ensure their overall development and growth.

1. The initiatives taken in this regard aim to achieve the following outcomes:

2. To nurture the spirit of growth and facilitate intellectual evolution amongst the staff members by providing a congenial environment.
3. To encourage the faculty to take responsibility for nurturing students and simultaneously ensuring accountability.
4. To develop and maintain a culture of open door policy for grievance redressal and optimum stakeholder connect.
5. To create a sustainable approach towards building digital resilience.

Context - In this age of information technology, organisations and institutions across the world face a daunting task to either transform their traditional approach to work or perish. Educational Institutes in particular have been exposed to quickly adapt to changing times as they bear the responsibility to create a future generation which is capable and equipped to make their presence worthy enough in these uncertain times. Keeping this in mind, it becomes essential to continuously invest in upskilling and providing the best of opportunities to faculty members, who in turn, can reshape and reinvent themselves and the learning environments successfully in the face of upcoming challenges. Moreover the advent of covid-19 pandemic has bought issues as lack of digital infrastructure, inadequate training to optimally utilise the existing tools and centrality of need for effective communication to the fore front. Thus every possible effort is being made to overcome the said challenges.

Practice:

Institute has continuously made efforts to encourage and equip faculty members with the best of resources which can increase their competence and can help them cater to the ever changing dynamics of teaching learning process.

With the key objectives in mind, following activities were conducted throughout the year namely:

1. In order to ensure accountability and responsibility, various practices such as Lesson Plan Performa, Conduct of Teaching Performa, Semester Quality Report, Attendance Analysis and Self-appraisal Reports are filled regularly by the faculty.
2. Continuous efforts are made to address any institutional stagnation through Assured Career progression for both teaching and Non-teaching staff.
3. To bring about evolution of faculty at intellectual level, a faculty refresher programme was organised from 7th April to 20th April 2021.
4. In order to enhance digital resilience for a sustainable future, a GGSIPU sponsored National Conference on "Digital Entrepreneurship" was organised on 29-30th January 2021.
5. Faculty are continuously updated with publication and conference related information pertaining not just to MSI but happening anywhere across board in different institutions.
6. Academic leaves and reimbursements are provided to faculty to physically attend conferences and increase their research quotient.
7. Research grant of Rs. 5000 to faculties to encourage publication in Scopus indexed journals. Additionally Rs. 20000 for Patent registration and Rs. 15000 for copyright generation is provided by the Surajmal Memorial Educational Society running the institute.
8. Online software trainings were provided to equip faculty with the right set of tools to enhance online teaching competence.
9. Regular interactive sessions are organised and inter and intra departmental meetings are encouraged to ensure healthy communication of ideas amongst faculty members. Here, individual as well as collective concerns of faculty members are addressed by the Department in the best possible manner. Faculty is also encouraged to come up with innovative and creative solutions to the existing challenges.
10. The Institute practices open door policy at all levels and faculty can meet the management in case of any concern without any prior appointment.

These activities helped to enhance overall knowledge of the teachers, develop right research attitude and build professional ethics to become effective teachers. Apart from these regular training, FDPs, motivational lectures on topics related to research, management, intercommunication skills, values and ethics are organised.

Evidence of Success -The success of all the initiatives taken are evident from the fact that most of the faculty at Maharaja Surajmal

institute are associated with the Institute for so long. The faculty reschedules the classes in any event of emergency or leave, thus a continuity in classes is ensured and it shows in the students of MSI making it to merit lists across Departments.   Faculty members of this institute are well qualified, are publishing quality research papers in number of Scopus indexed and UGC CARE Listed Journals. Some of them have also managed to get independent research projects with renowned institutions such as ICSSR. Some faculty have also bagged prestigious National and International awards.

Regular skill development initiatives help the faculty to develop onto their personal goals as well. A majority of faculty in the institute hold a PhD Degree certifying their academic capabilities. Additionally, faculty members have swiftly shifted to online mode of teaching without affecting the productivity. They are kept motivated through various incentives and they pass on similar levels of enthusiasm and encouragement to the students. This has created a congenial environment to learn and grow and reach newer heights on personal and professional front together for all.

Problems Encountered- Excellence is not a one-time activity. It is a continuous pursuit to achieve the best that we can within available resources. MSI has always taken the challenges in its stride and has made consistent effort to excel at whatever is done. Even then, network problems and connectivity issues sometimes proved to be a hurdle in smooth conduct of online classes. Likewise, lesser interaction and lack of emotional rapport in online platforms in comparison to offline mode lessened teaching effectiveness to some extent. Despite being highly qualified, faculty members are not recognized as eligible guides for PhD students in the university as University norms are a major deterrent. Further, the faculty are unable to get research grants and sponsorships from the government agencies for research projects due to norms which are a hurdle in their professional development and competency enhancement.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institute stands out for its student centric approaches that have made MSI the institute of choice for students, and the external ranking agencies have continuously graded it among the top ranked institutes in Delhi and India stamping our credibility. Some noteworthy features are enumerated below:

- Students at MSI excel in academics, are provided exposure to multiple activities and opportunities for all round development.
- They are consistently in the University top rankers list and are felicitated on year to year basis.
- The placement cell tirelessly works to secure best placements for students that has resulted in the students getting placed in top companies and organisations.
- In order to enhance their skill set, corporate visits and internships opportunities are provided and institute industry collaborations are strengthened.
- All this has been made possible by the innovative and creative teaching methods used by highly qualified, efficient and committed faculty members who are at par with the best in the industry.
- In the year 2020, the Institute rose to challenges of Covid 19 pandemic by being digitally resilient and responding to it with blended and hybrid modes ensuring thereby unhindered pace of education and also providing emotional support through mentoring and counselling.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

MSI has a well-planned process for curriculum delivery and documentation which calibrates with the commitment to provide best quality education for the students. The curriculum for different programmes in the College is set by the Academic council of BOS of the University that we follow. The curriculum is intimated by the University to the College through regular circulars and the University website. To ensure proper curriculum delivery the faculty prepares lesson plan for the respective courses and various Performa like AC-2 and AC-3 for monitoring. In this Pandemic situation, the college makes sure that the faculty members are available to the students through different digital modes like zoom, Google meet and Teams for the classes. In the Institute teaching and learning process was uninterrupted on the virtual mode through MS Teams and Google classroom platform. The Departments also hold monthly meetings to assess the covered curriculum and discuss the difficulties the students and teachers may be facing in the classes. Detailed reports of these meetings are sent to the Director. Each class has a class representative and it is his or her duty to report to the Teacher-In-Charge in case of problems and difficulties being faced in the teaching-learning process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[https://www.msijanakpuri.com/academic-calendar/,](#)

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being an affiliated institute, the institute academic calendar is aligned with the University calendar. Each department plans its activities that are further aligned to the Institute academic calendar.

Compliance of Continuous Internal Evaluation with Academic Calendar

- **Time-table: The Time table Coordinator of each department prepares the time table as per the guidelines of affiliating university for the number of credit hours for each subject and the academic calendar prior to the start of the semester.**
- **Subject Allocation and Lesson Plan: After the allocation of subjects to faculty, course file of each subject is prepared consisting of detailed lesson plan. This course file is duly approved by the Head of the department.**
- **Mid-Term Exam: The dates of internal examination are also mentioned in the academic calendar. To maintain further compliance, exam sheets are checked within seven days after the commencement of each examination.**
- **Presentations, Class Tests and Class participation, Assignments and Quiz - In addition to the tests, assignments and quizzes are also the part of Continuous Internal Evaluation. Assignments are provided to students and solutions are submitted by students within time period.**
- **Student feedback – At the end of academic session students also submit their feedback for each subject through online feedback forms maintaining complete anonymity.**

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.msijanakpuri.com/academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1168

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1168

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Being an Affiliated Institute, the Institute follows curriculum designed by the University. The University integrates cross cutting issues relevant to Gender, Environment and Sustainability human values and Professional Ethics into the curriculum by offering subjects like Business Ethics, Environmental science.

The institute has various committees to look after the social issues for the students such as Grievance Redressal Committee, Internal Complaint Committee, Student welfare and counseling, Mentorship. The institute has three tier System for counseling to tackle students' issues where psychologist is also available on call if required.

The infrastructure of the institute is eco-friendly that take care of environment and its sustainability aspects through rain water harvesting, solar panels, LED bulbs, tobacco free zone.

Apart from this, the institute regularly organizes activities such as Swatch Bharath Abhiyan, International Women's Day, Blood Donation Camps, like National Integrity, Equality, Peace, Patriotism and Brotherhood etc.

The NSS Wing of Institute promotes environmental awareness through programmes such as Tree Plantation Drive, Water Conservation, Health Check-up Camps, Plastic free campus and Blood Donation Camps etc.

The Institute organizes various Programs for gender sensitization such as self defense workshop for Women etc to make students familiar with the various related acts, rules and legal consequences.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

1440

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.msijanakpuri.com/wp-content/uploads/2.7.1-SSS.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

880

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

129

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Not all students have the same learning pace and it becomes important to give inputs on the basis of their learning ability. The students learning levels are identified on the basis of their class participation, classroom performance, working in groups and regularity in submission of assignments, punctuality and other interactions. The institute along with the compassionately involved teachers handles it sensitively, and pays required attention to learners with various paces. The institution adopts following strategies for facilitating and motivating the identified slow and better learners.

For Slow Learners:

· The mentors and mentee relationship help the students, particularly slow learners to develop their personality and move ahead. Class Coordinator is appointed for every class to take special care and attention to monitor, guide, and help the slow learners improve.

· Remedial classes, mock test, group work, proficiency and personality development work.

· The class presentations and home assignments help the students to have in depth knowledge of the subject and build one-to-one interaction between student and teacher.

· Recapitulation of the topics helps the students to have insight to the previously covered topics and connecting with the new topics.

· **The institute provide academic counselling through parent teacher meeting (PTM) periodically, to enhance the communication between parents-teachers-students.**

· **The institute provides notes through Moodle/ Handouts/ PPTs/Question Bank to facilitate slow learners to bridge the knowledge gap.**

For Advanced learners:

- **Advance learners are facilitated with state of the art facilities in terms of well-equipped library provided with latest edition of books, online journals, computer labs, internet and other amenities.**
- **Co-curricular or extra co-curricular activities encourage participative learning approach. Advance learners are also encouraged to take up internships and industry based projects.**
- **Students also participate in research activities of the teachers and learn beyond the prescribed course curriculum.**
- **The various activities like management -technical fest, quiz, debates, seminars, exhibitions, colloquium etc., are conducted for advanced learners to motivate them and help them excel in all the fields. As a result of well-groomed advanced learners, the institute has bagged 29 Gold Medals so far, higher than any other affiliated Institute of GGSIPU.**

File Description	Documents
Link for additional Information	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/e-resources/subscribed-e-resources?authuser=0
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
854	88

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

A conducive 'learning environment' has been there focussing on academics for holistic development. Student-centric approach is followed. Goals and objectives are not flowing from top-to-bottom, but are prepared through participative management. The institute supports student-centric learning through its efforts at creating a learning environment which allows students to think, answer and ask questions. The basic strategy adopted is to provide students with a diversity of learning experiences. For a dynamic learning environment lectures are supported by assignments, discussions, projects and motivation towards the research work also. The student-centric learning is promoted through different types of interactions to ensure that real communication takes place in the classroom. There are various methods used to make learning student-centric. The strategies in this regard are as follows –

·   Adoption of innovative methods.

·   Industrial visits/field visits are organized to enhance the skills of students.

·   The Lab-manual containing suitable assignments in order to develop reading and research habits are made available to the students of all classes.

·   Proper mentoring of students by their class coordinators.

·   Strengthening of library resources and services.

·   Nourishment of organizational and managerial skills by students themselves by participating in technical events.

·   Exhibiting literary and technical creativity through annual magazines and bi-annual letters.

·   Fully computerized air-conditioned library with a collection of the latest books and journals which the faculty

uses effectively to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge.

· Provision of seminar halls in which students participate in GDs, Debates and Seminars.

· Encouragement to use ICT by the staff and students to keep them abreast with the latest developments in their respective field of study.

The Emphasis is on helping the students to acquire critical thinking, interpersonal communication skill, listening, problem solving and knowledge management skills, Team work during minor and major project and group interaction all of which enable the students for lifelong learning.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/e-resources/free-e-resources?authuser=0

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Institute is providing ICT enabled classrooms with state of the art infrastructure. ICT can enhance the quality of education by increasing learner's motivation and engagement. Increased needs of students can be fulfilled by use of various tools of ICT. Faculties are assisted by helping to provide access to more and better educational content, for simulations of effective teaching practices by using e-resources like google classroom, digital learning resources, videos, case studies, Quiz etc. To cater the growing needs of online teaching during the pandemic Institute has purchased MS Teams software for smooth conduct of classes. Faculties are provided hand on session for effective use of the platform. It provided and enable learner support networks, both in face to face and distance learning environments, and in real time asynchronously. The platform offers an online collaboration space in which teachers and students can share notes, chats, meetings, assignments and apps. It provides an essence of offline teaching by making the online learning just as personal engaging

and socially connected as learning in a classroom. Faculties on this platforms creates a digital hub that brings conversations, content, assignments and apps together in one place to create a vibrant learning environment.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.msijanakpuri.com/wp-content/uploads/2.3.2-ICT.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

88

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

88

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

88

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

906.66

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination is important aspects of the academic curriculum. Examination is a procedure to assess the ability of the student in terms of subject knowledge, skill, aptitude etc. The continuous internal evaluation (CIE) system is nothing but an assessment frame work designed to monitor the gradual progression of the students in terms of educational standards and teachers share evaluation criterion with the learners on the start of semester. After every internal examination the evaluation will be done and the marks are shared with the students and the results are entered in the students Progression Records maintained by departmental result committee separately. After completion of the internal exams and practical exams the marks obtained by the

students should be uploaded in the University login which will be kept open by the University for a limited period of time.The performance of the students in CIE(continuous Internal Evaluation) is reviewed in the internal academic audit and the remedial measures are initiated to improve the standards of the students and quality of education.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.msijanakpuri.com/departments-courses/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Regular Meetings: There is constant interaction between the Director and the faculty to discuss and deliberate upon all matters related to the evaluation process and practices of Internal Assessment. There is a Uniform Policy for the entire institute.The teachers also deliberate the progress of the classes they teach, and evolve a uniform policy of evaluation at the departmental level. · Department Meetings: The departments hold regular meetings to ensure that the teachers take regular class tests, assignment, presentations etc. as a part of the initiative taken by the Institute for effective evaluation of the students. · Adherence to Norms: The Institute strictly adheres to the mandatory University Evaluation norms and teachers are granted duty leave for participation in Departmental meetings at the University related to evaluation. It is mandatory for all the teaching faculty members to take part in the evaluation process.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.ipu.ac.in/exam_notices.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Institute uses following avenues to make the students and faculty members aware of the learning outcomes: 1. Vision and mission of the institute which clearly imbibes these outcomes, is

conveyed through institute's website, notice boards, prospectus, newsletters etc. 2. Course curriculum states expected learning outcomes for each subject of all the courses. The same are made known to all the stakeholders through University Syllabus which is available on Websites of university and Institute. 3. Lesson Plan – The institute has a practice of planning the semesters well in advance to facilitate smooth execution of work. Individual Faculty members prepare their lesson plan in the beginning of every semester for every subject taught by them. This ensures that the learning outcomes are achieved well in time. 4. Interactive sessions with students like Orientation Programmes, Director's address, etc. are utilized for informing students about the learning outcomes of their course/program. 5. Apart from aforementioned modes, meeting of staff with Institute's Director, departmental meeting by HOD are conducted to disseminate the expected learning outcomes to the faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.msijanakpuri.com/departments-courses/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The program outcomes and course outcomes are assessed through direct and indirect methods.

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams, students projects and internal assignment. At the end of each semester, university conducts examinations based on the result published by university the course outcomes are measured. Internal tests are conducted per semester to ensure that students have achieved desired level of competencies at module level. To evaluate, whether corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the

specific CO of the subject. Finally, the students result and placement data showcase the overall mapping of the PO's and CO's.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.msijanakpuri.com/departments-courses/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

705

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://www.msijanakpuri.com/wp-content/uploads/2.6.3-Final-Annual-Report-2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.msijanakpuri.com/wp-content/uploads/2.7.1-SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.63

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://ncert.nic.in/ https://www.ipu.ac.in/ http://www.ictacademy.in/ http://csi-india.org.in/ https://ncte.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

44

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

82

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

50

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institute organizes and participates in various extension activities to promote the institute-neighborhood community to

sensitize the students towards community needs during the year. The students of our college actively participate in social service activities leading to their overall development. The various departments of the college are conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Cleanliness, Green environment & tree plantation, Gender sensitization, Cloths & stationary donation camp, Campaign - Say no to crackers, Hygiene and Environment Awareness, Plantation drive, Mental health awareness, Feed animal drive for stray cows, National Youth Day celebration, Road safety awareness campaign, NSS Day celebrations, Blood donation camps etc.

All these mentioned activities have a positive impact on the students and they developed student community relationships, leadership skills, and self-confidence of students. It also helped in cultivating the hidden personality of students and creating awareness among students. Apart from this the significance of clean surroundings, hygiene, sanitation in the neighborhood, garbage disposal, and sensitizing the community at large to these vital issues. All these initiatives have gone a long way in the holistic development personality of the participants of these programmes. Blood donation camp strengthens the sense of empathy and compassion among donors and also install in them a sense of commitment and ethical responsibility. Programmes on women empowerment create awareness among girl students of their condition and their rights and among boys a sensitivity towards problems of women, leading to a lessening of gender bias and patriarchal prejudices. All this leads to informed, balanced and responsible citizenship.

S.No

Name of the activity

Organising unit/ agency/ collaborating agency

Name of the scheme

Year of the activity

1

E-cell, MSI organized clothes and stationery -Donation Camp

E-Cell MSI

Enterpreneurship

28 Sept 2020

2

Plantation Drive

NSS MSI and Prakriti MSIT

Plantation Scheme: One Student:One Tree Campaign

11 Aug 2021

3

Mental Health Awareness Week

BEd Deptt MSI

BEd DEptt MSI

07-10 Oct 2020

4

Feed Animal Drive for Stray Cows

BCOM MSI

Ethical Activity

8-9 Oct 2020

5

Celebration: National Youth Day

Youth Peace Founadation:Delhi

12 Jan 2021

6

Road Safety Awareness Campaign

Honda India

NSS MSI

28-29 Aug 2020

7

NSS Day Celebrations

NSS MSI

NSS-MSI

24th Sept 2020

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

23

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

74

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1989

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

21

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Institute has fully air-conditioned 1 Auditorium, 2 Seminar Halls, 1 Conference Hall/ Video Centre equipped with ICT facilities. There are spacious, well lighted 29 classrooms which are equipped with white boards and green boards. 14 classrooms are equipped with LCD projector facilities. 8 staff rooms are equipped with Webcams and Headphones. Institute has 9 state of the art fully air-conditioned Computer Labs with ultra modern 258 computers. 4 labs are equipped with LCD projectors. All computers are connected via LANs. High speed Internet facility is available throughout the campus. Institute has 1 B.Ed Curriculum lab and 1 B.Ed art lab. All classrooms, labs, library, staff rooms are under Wi-Fi coverage. A total of 72 computers are installed in

staff rooms, library and office. Total number of Laptops in the Institute is 7. All labs, staff rooms, library and office are equipped with printer facility. Institute uses Google Classroom, Google Meet and Microsoft teams to conduct the classes and evaluation of its students. Library has more than 30000 books, more than 3000 online/e-journals and more than 3000 E-Books, fully air-conditioned reading rooms with seating capacity of 150 students. Book bank facility is also functional.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Auditorium: Meticulously planned, well-equipped air-conditioned state of the art auditorium with seating capacity of 550 persons. The auditorium is being used to organize National/ International Conferences, Seminars, Workshops, Culture fest, IT fest, Orientation Programmes, and co-curricular activities. The auditorium is well furnished and equipped with modern projector, public address system and other audio-visual aids.

Seminar Halls: Maharaja Surajmal Group of Institutes have well-equipped Air-Conditioned state of the art two Seminar with seating capacity of 120 persons. The seminar halls are being used to organize various co-curricular activities for students and staffs. The seminar halls are well furnished and equipped with modern projector, public address system and other audio-visual aids.

Sports Ground: Spacious pollution-free Playground of 3.14 Acres (13860 Sq. Mtrs) with panoramic green surroundings.

Outdoor games

. One Football Ground

. One Volleyball Court

. Two Badminton Courts

. Cricket Ground

Indoor games

. Two table tennis tables

. Carom boards

. Chess boards

. Chinese checker

Sports items for Cricket (Bats, Balls, Wickets, Mat, Gloves, Pads, Kits), Badminton (Net, Racquets, Shuttles), Football (Goal posts, ball), Volleyball (Net, Ball), Table Tennis (Tables, racquets, balls), Carom and Chess boards are available in the Institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

31

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File]()

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

297

File Description	Documents
Upload any additional information	[View File]()
Upload audited utilization statements	[View File]()
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File]()

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

ILMS Software "Alice for Windows" is used at MSI Library and comprises modules which are required for day-to-day transaction of a library, i.e., management, circulation, inquiry, and reports and utilities. It is important to mention here that OPAC module is known as inquiry in AfW.

Maharaja Surajmal Institute's Library is fully automated. All the processes like Management (Record of users and books), Cataloguing, Circulation, Periodicals, Barcoding, Web-OPAC Search etc. are fully done with the help of library management software "Alice for Windows" provided by Softlink Asia Pvt. Ltd. Maharaja Surajmal Institute's library is automated since 2006, the current version being used is 6.00.016.

Various modules used are:

- **acquisitions (ordering, receiving, and invoicing materials).**
- **cataloging (classifying and indexing materials).**
- **circulation (lending materials to patrons and receiving them back).**
- **serials (tracking magazine and printed journals holdings).**
- **Web OPAC (OPAC stand for online public access catalog (public user interface).**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.msijanakpuri.com/wp-content/uploads/4-2-1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.93

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

110

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

MSI has 9 well equipped, spacious and well maintained computer labs with 258 latest computer systems which are interconnected to each other through LAN. The Internet facility through a 1:1 Lease Line of 25 mbps from Spectranet and 40 mbps of Airtel Broadband in all labs. Labs, classrooms, corridors, library, office are covered with Wi-Fi range. Labs are equipped with LCD projectors to show graphical contents to the students for easy and quick learning. All computer systems are updated with latest version of required software as prescribed in syllabus. Microsoft campus agreement is regularly renewed. MSI is having all teaching aids related to online teaching. Faculty members are provided with Webcams, Headphones, licensed MS-Teams software to take online classes. Google Classrooms, Google Meet and MS-Teams are regularly maintained to conduct the online classes and evaluate the students. Laptops, Printers, Scanners of latest computers are available. To upkeep of the computers and IT infrastructure, institute has full time lab attendants who manage the networking and troubleshooting of computer systems and other accessories. The maintenance of the computers is outsourced to M/s Systemtek Computers.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/4-3-1.pdf

4.3.2 - Number of Computers

258

File Description	Documents
Upload any additional information	[View File]
Student – computer ratio	[View File]

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	[View File]
Details of available bandwidth of internet connection in the Institution	[View File]

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

24

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigns enough funds for maintenance and repairing. Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN facilities, Modems, Routers, Internet facilities including Wi-Fi and Broadband. It is monitored by Convener, Lab Maintenance Committee. Institute outsources the House Keeping & Security service which takes care of cleaning of floors, classrooms, labs, toilets, regular cleaning of water tanks, water coolers, proper garbage disposal, pest control & overall security of the campus. Institute outsources the maintenance of ACs, Water Coolers & purifiers, Lifts, CCTV, Biometric & Intercom facility. Generator facility for power back-up is available for the entire campus. Fire-fighting system is in place and inspection is done every month by a Committee. Hostel facility for girls and boys are available in the campus. Separate Wardens are the in-charge of both the hostels. Facilities and cleanliness in men's and women's hostel is maintained through Hostel Monitoring Committee. Solar heaters are available for winters. Institute has full time Maintenance Engineer, Electrician, Plumber and Caretaker who monitor the upkeep of the overall infrastructure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/4-4-2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

65

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	https://www.msijanakpuri.com/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

Nil

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

235

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

182

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

20

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

19

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Two class representatives (CRs) are selected from each class of the institute based on their class performance and rapport with the other students of the class. The CRs represent the different concerns of their peers before the class coordinator, HOD, and even meet regularly with the Director to discuss various issues they might be facing. These regular interactions remove the scope for any communication gaps and help the institute develop action plans accordingly.

There are around 10 student societies for Quizzing, Debate,

Photography, Dramatics, Music, Dance, Technical Society, Entrepreneur, Theater, Literary events. Student coordinators and members of each society organize all events and hand over the reports to their faculty coordinators. Student coordinators of these societies select students from all the classes and make teams for different events and allot responsibilities for conducting the events.

MSI encourages students to be active members of the Quality Assurance Cell for promoting academic excellence. In every meeting of IQAC, student representatives participate and give their valuable inputs.

Students are also members of various committees viz. Women Development Cell, Student Grievance Redressal, Anti-Ragging Cell, NSS Cell, and also assist in discipline-related activities.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/5.3.2.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

28

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

MSI Alumni Association is registered under The Societies Registration Act of 1860 on 27th March 2019. It organizes alumni meets regularly, which serve as a platform to bridge the gap of student – alumni interaction to inspire them to excel further in their respective career. Alumni Association has contributed towards the Institute as follows:

- It has established a link between the alumni and students, promoting the exchange of educational and business experience, social-cultural interaction, along with a sense of pride and goodwill among them through regular get-togethers.

- The Alumni have guided and channelized the efforts of the students seeking superior opportunities to learn and grow.

- It has contributed towards bridging the gap in academic curriculum and industry requirements, by emphasizing on inculcation of entrepreneurial skills in the students. Towards this, the association has organized various pre-placement and skill development activities, particularly for Soft Skills and ICT skills, and helped in setting up start-ups.

- Alumni share various new thoughts, ideas and experiences with MSI students for their placements and career progression and offer support for student placements through their existing corporate links.

- It honors distinguished alumni of MSI, who have brought national acclaim in their respective domains.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision statement: MSI is committed to provide the distinctive learning environment for the development of professional competencies and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the "Quality Management System."

Mission statement: Developing new paradigms in education in management, computer application, e-business, teacher education and national values leading to student empowerment with an inclination for creative and cohesive group functioning in a global scenario.

B.Nature of Governance: The institution follows a decentralized and democratic mode of governance with all stakeholders and members (Director, Heads of Departments and the Conveners of various committees) participating actively in its administration.

C. Perspective Plan

The perspective plan includes the horizontal expansion by increasing the student intake of BCA programme and by starting BBA (LLB)/BA (LLB) and vertical expansion by starting MBA and establishment of the University under the aegis of SMES.

D. Participation of Teachers in Decision-Making Bodies

The Institute provides autonomy to Heads of Departments, teacher's representatives in the Governing Body and through various committees instituted by SMES likePurchase Committee, Hostel Committee, Publication, Seminar and Research Committee etc.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/vision-and-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participative management in keeping with its belief in collective leadership and democratic traditions.

The administration is decentralized in the way that the Director with the support of Heads of the Departments and various committees participates in decision-making which creates an environment of organizational participatory democracy. The Governing Body delegates all the academic and operational decisions based on Institutes policy to the Director, HOD's, and Committees members to achieve the vision and mission of the MSI. The Institute supports a culture of participative management. All academic and administrative activities are decentralized and decisions are taken based on the discussion in Director's meetings with HODs. Minutes of meetings are documented and informed to all concerned. IQAC which plays an important role in Quality Initiatives also has members not only from faculty, but also representatives of students, industry, and alumni. Class coordinators organize and conduct the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians. Faculty members often take the lead in planning seminars, workshops, career counseling sessions, remedial measures, inter-departmental activities, industrial visits, and study tours.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/2021/08/MSI-Committees-2021-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute strategically plan to evolve as a centre of excellence within perview of its vision and mission. The major planning is related to the optimum utilization of the area, infrastructure and the cost-benefit analysis being a self-financing institution. For the same Higher Education Advisory Sub-Committee with Director, MSI as a Member Secretary looked into the nuances and scope of opening the Law College and MBA College. After much deliberations, the committee had decided to go with growth and expansion plans of the Institute by starting the BBA (LLB)/BA (LLB) and MBA Programme with a student's intake of 60 and 120 (LLB) and 120 (MBA) respectively from the academic session 2022-23. The action plan has been prepared with the proper time frame to complete the different phases of approval and affiliation process from the statutory bodies. The plan includes the requisite documents and the budget preparation related to the instructional area, infrastructure, library, faculty, processing fee, and affiliation process etc. The Committee has also initiated the process of seeking approval, NOC, and affiliation with GGSIPU, Bar Council of India, and AICTE. The institute has also been successfully granted the increase in BCA students intake of 60 students w.e.f academic session 2021-22.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.msijanakpuri.com/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram of the Institute describes the decentralized structure of administration. It is a cooperative effort of the Management, Director, teaching, non-teaching staff, and students with the cooperation and support of all stakeholders in pursuit of the common objective. Another important characteristic of the Organogram is that its decentralized structure including participation of all stakeholders like the students, parents, guardians, alumni, NGOs, Corporates and Media Houses.Under the administration of the Director, various Committees and cells are

formed like IQAC, Time-Table Committee, Students' Grievance Redressal Cell, Anti Ragging Cell, Software and Women Development Cell etc. to maintain the discipline amongst the college students. Salient features are:

- **The Academic Committee of SMES takes all the major decisions regarding academics-related work.**
- **The Governing body conveys all the decisions taken by the Academic Committee to the Director and staff.**
- **Director MSI calls the meeting of the Deputy Director and all the HODs for asking about all departmental issues.**
- **The Director supervises the administrative and non-teaching staff and also looks after the hostel in the premises.**
- **The HODs conduct meetings with the entire staff members and student representatives to discuss the various needs at the departmental level.**

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/2021/08/MSI-Committees-2021-1.pdf
Link to Organogram of the Institution webpage	https://www.msijanakpuri.com/msi-organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for both teaching and non-teaching staff. No employee has been shunted out during the COVID period. Some are as below:

- The Institute provides salaries as per UGC norms and 6th Pay commission-based salary and leaves benefits.
- 10 Academic Leaves and 8 Casual leaves(Teaching Staff)
- Earned Leaves (Non-teaching staff)
- 10 medical leaves.
- Maternity leaves of 135 days
- Payment of Gratuity
- Employees Provident Fund.
- Staying of Guests in Campus Hostel.
- Provision of staying in staff quarters.
- Subsidized meals are also provided in the hostel mess.
- Career Progression Schemes.
- Best Employees Awards every year.
- Free Parking space within the campus.
- Proper research facilities like library, research lab, and internet with Wi-Fi connectivity.
- Sanitary pad vending machine
- Spacious Faculty Rooms.
- Staff provided with ACs / Water Coolers / Microwave / generator etc.
- Travelling Reimbursements
- The institute sponsors the registrations to attend academic conferences and seminars.
- Institute organizes workshops, FDPs, seminars, and conferences for faculty development.
- Free Environment and direct reach to superiors.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

-1

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

18

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	[View File](#)
Reports of Academic Staff College or similar centers	[View File](#)
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

76

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution has a well-developed Performance Appraisal System. All the faculty members are required to submit a self-appraisal report/Career Advancement Performa every year, along with all the documentary proofs. The areas in which faculty members are appraised are:

- Qualification up-gradation
- Research and Academic Performance
- Training, FDP, Workshops attended
- Papers presented in Conference/ Seminars/ Workshops
- E-Content Development
- Results of the classes taught in the previous semester
- Contribution in co-curricular activities
- Research Publications
- Publications of books, Articles
- Professional membership
- Contribution in providing service to the Department

The information furnished is duly evaluated by the HOD, the Director, and the score sheet of each faculty member is submitted to the management. Faculty feedback is also taken from the students during the semester.

The performance of the non-teaching staff is assessed on several parameters like:

- Responsibility
- Punctuality
- Dedication and Commitment towards work

- **Loyalty: supports and follows institute's policies and guidelines**
- **Oral Communication: speaks effectively with seniors, colleagues & students**
- **Leadership: gives clear directions and listens to co-workers**
- **Teamwork & Relationship with fellow faculty and staff.**

These feedback forms are further analyzed by the Director of the Institute who counsels those non-teaching staff members whose performance has invited criticism or needs improvement.

File Description	Documents
Paste link for additional information	https://forms.gle/tnrjA5Gf2DSU9ZBZ7
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a pre-defined mechanism for internal and external audit.

- **· Internal audit is conducted by Director, MSI along with HODs of the various departments.**
- **· External audit is conducted by Joint Assessment Committee (JAC), Department of Higher Education, Government of NCT of Delhi and GGSIPU. Based on the suggestion given by the committee members, the corrective measures to improve the process have been incorporated.**

The accounts of the Institute are audited every year by a registered chartered account firm. The income-expenditure statement and balance sheet of the Institute are prepared for each financial year and submitted to the Income Tax department by the approved auditor.

Major Audit objection and compliance in the last external report:

Observations regarding the shortcomings given by the Academic Audit Inspection of GGSIPU and Joint Assessment Committee Inspection of Department of Higher Education mentioned in our

last affiliation letter have been recorded and the action taken/ compliance report has been sent to our affiliating university and Department of Higher Education.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1,00,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy of the Institution serves to identify the funds available for the smooth conduct of various programs. Funds of the Institute are generated primarily from sources like tuition fees, student activity fees and sponsorships. The Institute's Treasurer in consultation with the governing body is responsible for the management of funds thereby ensuring transparency in the process. The income and expenditure are in accordance with the annual budget.

The policy outlines the following procedures for optimum utilization and efficient management of generated funds:

- **Adequate funds are allocated for effective teaching-learning practices that include Orientation Programmes, Seminars, Workshops, Inter-disciplinary activities, faculty development programmes, Refresher Courses that ensure**

quality education

- Budget is utilized to meet day-to-day operational and administrative expenses and maintenance of fixed assets.

- Funds are utilized for enhancement of library facilities.
- Adequate funds are utilized for the development and maintenance of infrastructure.
- Funds are also allocated for social service activities through NSS.
- The extracurricular activities are also focussed upon and adequate funds are provided for Sports and Cultural activities.
- Scholarships and prizes are provided to deserving students.
- Salaries, Provident fund and other incentives are provided to the staff.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/notices-circulars/fee-notice-for-newly-admitted-1st-year-students/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC has contributed significantly for institutionalizing quality assurance strategies and processes resulting in numerous University gold medals. Following are the two examples of best practices institutionalized.

1. Performance and Academic Audit by Management.

The Institute undertakes performance and academic audits of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Committee is set up for this purpose to review the academic progress regarding the teaching-learning process through the following:

1. Check on timely delivery of lesson plans using standardized

lesson plan formats.
2. Conduct of Teaching performa is used to monitor the regular delivery of lectures by the teachers.
3. Inspection of Course coverage and Attendance registers by the Management to bring about quality improvement in academics.

2. Open Door Policy System. The Institute has an open-door policy for all employees with the main objective to encourage healthy and constructive discussions and promoting an open and welcoming work culture. The employees can meet the Director, Management Committee members and Chairman-SMES for redressal of any grievances/ problems without any prior appointment. The employees can also provide suggestions and feedback to the management for quality improvement through mail or suggestion box installed in the Institute premises.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/gold-medalists-of-msi/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Institute highlights on learner-centric education approach that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices.

Reform No 1: Enhanced Use of ICT Resources for teaching-learning:

Under the supervision of IQAC, the Institute was proactive in ensuring regular online studies during COVID 19 pandemic. Institute has purchased MS Teams software, advanced ICT tools, broadband internet Wi-Fi facility. The Institute switched to online platforms like Microsoft Teams, Google Meet, Google Classroom, Zoom to conduct classes, sharing of study material, conducting quizzes, webinars, extracurricular activities.etc. The conduct of examinations and Internal assessments was also done online.

Reform No.2: Use of Online Students Feedback for review and

improvement of the teaching-learning process.

Due to COVID situation, the Institute has shifted from offline to online mode of collecting student feedback. Online feedback is collected from the students using feedback performas which are analyzed department-wise, semester wise and class-wise. This is followed by subject-wise feedback of the teachers to bring about qualitative improvement. The feedback is reviewed by IQAC to find out the areas of improvement in teaching-learning progress and through feedforward mechanism, the same is communicated to faculty members for their professional growth and development.

File Description	Documents
Paste link for additional information	https://forms.gle/tnrjA5Gf2DSU9ZBZ7
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.msijanakpuri.com/wp-content/uploads/2.6.3-Final-Annual-Report-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute is committed towards providing fair access to students as per their needs. For this, the Institute has dedicated itself to Gender Mainstreaming. To implement this, the Institute has initiated various measures in the year 2020-21.

- The institute has a very effective Women Development Cell with the aim to promote women welfare and empowerment through self defence training, seminars, cultural programmes, creative writing and awareness towards the women specific issues. It has been constituted to ensure safety of women, both staff and students on the campus.
- The Institute is also equipped with separate common rooms for both boys and girls that caters to the students who may need personal space to interact with their peers or rest in case of emergency.
- To honour womanhood and mark the International Women's Day, March 8 was celebrated in the College Auditorium.
- An online event was organised on 6th of March 2021 titled as 'Wings of Magic' with the mission of promoting participation, strengthening voices, and making women self-dependent.
- For safety and security, the Institute has restricted entry at the gates, only students with ID cards are allowed.
- The Institute has a counsellor to cater to students specifically on gender related issues.

File Description	Documents
Annual gender sensitization action plan	http://www.msijanakpuri.com/wp-content/uploads/Criteria-7.1.1Annual-gender-Sensitization-Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.msijanakpuri.com/wp-content/uploads/Criteria-7.1.1-Safety-Security.pdf

7.1.2 - The Institution has facilities for	B. Any 3 of the above

alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The waste management facilities in the institute are:

- The college has implemented a solid waste management system involving segregation of wet, dry, paper and green waste, by setting up of dustbins of different colours.
- Due to the nature of the courses taught, no biomedical waste material is produced in the institute.
- To manage E-waste, obsolete electronic and computer accessories are exchanged with new equipment under Buy Back Scheme. Institute keeps all computer software updated and they are upgraded at regular intervals. Computers with basic software are donated to a school in Shamli. Also, the Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN facilities, Modems, Routers, Internet facilities including Wi-Fi and Broadband. It is monitored by Lab Maintenance Committee.
- Due to the nature of the courses taught, no hazardous waste material is produced in the institute.
- Institute has dedicated ECO club that aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the youth and the populace. Also, the Institute outsources the maintenance of its greenery and landscaping. Plantation drives are a regular feature.
- For plastic waste management the principle of 4 R's is implemented which is Refuse, Reduce, Reuse and Recycle.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.msijanakpuri.com/wp-content/uploads/Criteria-7.1.3.final7weblinks.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

`C. Any 2 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

`A. Any 4 or All of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

`D. Any 1 of the above`

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute is committed to creating an Inclusive environment, to cater to the needs of all cultures of society. To inculcate harmony towards cultural diversity, a number of events were organised in the Year 2020-21.

TEAM SIFAR organized EKALAAP - The Monoact Festivaland Dram-e-Baazi: The Online Video Making Competition.Dram-e-Baazipeople was aimed at harmony towards cultural diversities.

MSI NSS Wing organised a comic strip competition "Draw with Pride" the aim of the event was to promote unity in diversity to break socioeconomic barriers.

The NSS-MSI organized for preserving the valuable culture and heritage of our country. Nritya Kala was organized with an idea to depict various traditions and cultures of our country in the form of this beautiful art with the theme of Indian Cultural Heritage.

To include children from economically weaker sections of society, NSS MSI in collaboration with Girl Up Noor recently organized Dor Unplugged: which aimed at providing mobile devices to needy students.

NSS-MSI conducted an interactive live session, SPECTRUM OF IDENTITY with Mr. Suresh Ramdas, a proud member of the LGBTQIA+ community and winner of Mr. Gay India, 2019. This event was organized to remove gender discrimination against LGBT communities and include them in mainstream.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

Throughout the year the institute has made dedicated efforts to make its students and employees not just aware of their constitutional rights but also corresponding duties through which they can be an asset to the society. Following are few of the activities conducted in the concluded year:

- The Department of Commerce, Maharaja Surajmal Institute organized a two-day activity for feeding stray cows in order to sensitize students towards animals on 8th-9th September 2020.
- E-cell, MSI organised clothes and stationary donation camp on 28th Sep, 2020. This "No money-only clothes and stationary camp" helped underprivileged people by raising daily need items from people who envisaged to help in these hard times. This was aimed to educate students about their duties towards underprivileged.
- In order to sensitize student towards human values, an informative session titled "Role of Values" was conducted for the students of B.Ed. program of Maharaja Surajmal Institute on 29th May 2020.
- A National Conference on "Human Values and Ethics: Journey of a Teacher towards becoming a Reflective Practitioner" was organised here at the institute. Eminent Prof. Mahesh Vidyalankar addressed the audience on "The Significance of Gita in Our Lives".

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for	C. Any 2 of the above

students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following activities were organized by MSI to commemorate National and International Days:

- **On the occasion of National Youth Day- 12th January 2021. Youth Peace Foundation team Delhi helmed an event at Maharaja Surajmal College to create awareness about humanity and peace amongst young generation. The team had planned numerous activities for the audience such as Rally, Interactive sessions etc.**

- **A grand celebration was organized to honour womanhood and mark the International Women's Day on 08th of March in the College Auditorium of the Maharaja Surajmal Institute, Janakpuri, New Delhi at 10:30 AM. All the employees working in various departments – teaching, non-teaching staff, and many others joined the program. An orientation class for the self-defence training program was conducted by Ms Shashi and her team from Delhi police unit.**

- **Eco green fest was organised consisting of four events on the occasion of Environment Day on 5th & 6th June 2021. Due to Covid-19 restrictions all the activities were conducted online. On 5th June, Memories- online meme making competition & Got Dirt- Making a miniature garden, inside a**

covered glass or plastic container, add some pleasant greenery in your home was organised.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Weblink - http://www.msijanakpuri.com/wp-content/uploads/scan0005-1.pdf

1. Title- No one is left behind

Objective: The institute makes conscious efforts to ensure that every constituent of society gets adequate representation and participation in the mainstream education system. To help transform the society where everyone has access to opportunities to grow and realise their potential we aim to achieve the following objectives through our practices:

1. To address heterogeneity and create an inclusive environment for students
2. To ensure holistic development of students through nurturing excellence by providing opportunities to diverse talents.
3. To build capacities and facilitate intellectual evolution of students

Context - We live in a society known for its diversity. This diversity in terms of gender, income groups, different intellectual capabilities, differing physical abilities etc. is our identity. However despite being the foundation of modern society, there is still a lurking need to embrace the differences that make each individual unique and yet a part of a common

system where being different should not makes one's life difficult. Being an educational institution our responsibility towards ensuring fulfilment of this unfulfilled need multiplies manifold as we have the power to imbibe these values amongst the future generation. Moreover the ongoing pandemic has made the challenges even severe and functionality issues have hampered the progress. Issues such as inadequate training to optimally utilise the existing tools and centrality of need for effective communication have come to the fore. Thus we have to strengthen our efforts even further to serve the society well.

Practice: Institute has consistently made efforts to keep abreast with the frequent changes, be it Covid-19 pandemic related challenges or the constant need to upgrade to higher levels of institutional preparedness to ensure all round student development while valuing diversity and giving specific emphasis on the intellectual evolution of its students.

With these key objectives in mind strategically planned, result oriented activities are conducted throughout the year namely:

1. Scholarships to socially and economically weaker students are provided. Special scholarship schemes by GGSIPU for financial assistance to those who were caught in the horrifying pandemic and lost either or both of their parents are provided to MSI students. Governmental scholarships facilities are also communicated to the students so they can benefit from them.

2. For ensuring academic enrichment and capacity building of students, keeping in view the heterogeneous intellectual capacity levels, institute makes special efforts to assist students in their learning cycles by customising the learning outcomes. For above average students, the institute focuses on imparting the knowledge deemed 'Must know, Should know and Could know.' For students with average ability, 'Must know and Should know' information is delivered and finally for students with below average ability, only information deemed 'Must know' is transacted to ensure they get adequate space to cover up without being overburdened beyond their capacity.

3. To further facilitate evolution at intellectual level, additional inputs are given to exceptionally bright students and remedial classes are provided to students who need additional assistance in coping up with the dynamic pace.

4. To ensure adequate representation and inclusivity,

admission process ensures adequate representation of students belonging to Scheduled Caste/Scheduled Tribes as well as students belonging to other states.

5. Adequate counselling facilities are made available with a trained psychologist on call and a full time counsellor to address the pressing emotional and psychological needs.

6. Regular seminars and webinars are organised for intellectual evolution of the students on contemporary topics to reduce curriculum-industry gaps.

7. Student are encouraged to participate in various societies working at institute level to harness their hidden potential and promote holistic development.

8. To bring about holistic personality development, several events as environmental day competitions, poster making competitions, advertising events etc. are scheduled.

9. To bring out maximum potential of students even during pandemic times, online tools of learning were provided by the institute in the form of MS Teams (paid) to facilitate online classes.

Evidence of Success – MSI helps students reinvent themselves by grooming them into confident, able, skilled and motivated adults focussed towards a bright future. This is evident by the successful placements of students as a majority of them have been able to secure themselves a job even in these challenging times with the best of employers on board. The compensation packages received are amongst the best in the strata. Students are recipients of various awards and recognitions by winning and participating in different competitions, fests, quizzes etc. at different colleges, institutes and universities. MSI boasts of a successful alumni network wherein its students have been able to distinguish themselves from the crowd and have earned recognition in the external world. Moreover, students have successfully started their own entrepreneurial ventures with the learnings that they received here. Continuous assessment mechanism has helped students become competitive and sharp at the same time. Number of students have earned admission in foreign universities and other Indian universities of repute from higher studies. Hence all this testifies the significance of efforts made at MSI to ensure holistic development and overall growth of its students.

Problems Encountered– Though over the years, there has been a very positive feedback collected from students, renewed focus is needed to ensure that the results further improve with pandemic threatening the traditional ways of learning. Though students

effectively adopted to the new ways of learning but infrastructural access is still an issue. Not every student had access to the required tools of modern ways of learning and thus providing access is an issue. To ensure adequate engagement of students using online tools, teachers have to be more creative and informative at the same time. Additional training and skill development sessions can be helpful. Students have shown resilience and grit to overcome challenges in the past and have blossomed in face of adversities. However, with rapidly changing face of education, students and teachers alike have to transform to keep pace and remain relevant.

2. Teaching to foster competence and capability with accountability and responsibility

Objectives: Realising and appreciating the important role that the faculty members play, the institute has taken adequate steps to ensure their overall development and growth.

1. The initiatives taken in this regard aim to achieve the following outcomes:

2. To nurture the spirit of growth and facilitate intellectual evolution amongst the staff members by providing a congenial environment.
3. To encourage the faculty to take responsibility for nurturing students and simultaneously ensuring accountability.
4. To develop and maintain a culture of open door policy for grievance redressal and optimum stakeholder connect.
5. To create a sustainable approach towards building digital resilience.

Context - In this age of information technology, organisations and institutions across the world face a daunting task to either transform their traditional approach to work or perish. Educational Institutes in particular have been exposed to quickly adapt to changing times as they bear the responsibility to create a future generation which is capable and equipped to make their presence worthy enough in these uncertain times. Keeping this in mind, it becomes essential to continuously invest in upskilling and providing the best of opportunities to faculty members, who in turn, can reshape and reinvent themselves and the learning environments successfully in the face of upcoming challenges. Moreover the advent of covid-19 pandemic has bought issues as lack of digital infrastructure, inadequate training to optimally

utilise the existing tools and centrality of need for effective communication to the fore front. Thus every possible effort is being made to overcome the said challenges.

Practice:

Institute has continuously made efforts to encourage and equip faculty members with the best of resources which can increase their competence and can help them cater to the ever changing dynamics of teaching learning process.

With the key objectives in mind, following activities were conducted throughout the year namely:

1. In order to ensure accountability and responsibility, various practices such as Lesson Plan Performa, Conduct of Teaching Performa, Semester Quality Report, Attendance Analysis and Self-appraisal Reports are filled regularly by the faculty.
2. Continuous efforts are made to address any institutional stagnation through Assured Career progression for both teaching and Non-teaching staff.
3. To bring about evolution of faculty at intellectual level, a faculty refresher programme was organised from 7th April to 20th April 2021.
4. In order to enhance digital resilience for a sustainable future, a GGSIPU sponsored National Conference on "Digital Entrepreneurship" was organised on 29-30th January 2021.
5. Faculty are continuously updated with publication and conference related information pertaining not just to MSI but happening anywhere across board in different institutions.
6. Academic leaves and reimbursements are provided to faculty to physically attend conferences and increase their research quotient.
7. Research grant of Rs. 5000 to faculties to encourage publication in Scopus indexed journals. Additionally Rs. 20000 for Patent registration and Rs. 15000 for copyright generation is provided by the Surajmal Memorial Educational Society running the institute.
8. Online software trainings were provided to equip faculty with the right set of tools to enhance online teaching competence.
9. Regular interactive sessions are organised and inter and intra departmental meetings are encouraged to ensure healthy communication of ideas amongst faculty members.

Here, individual as well as collective concerns of faculty members are addressed by the Department in the best possible manner. Faculty is also encouraged to come up with innovative and creative solutions to the existing challenges.

10. The Institute practices open door policy at all levels and faculty can meet the management in case of any concern without any prior appointment.

These activities helped to enhance overall knowledge of the teachers, develop right research attitude and build professional ethics to become effective teachers. Apart from these regular training, FDPs, motivational lectures on topics related to research, management, intercommunication skills, values and ethics are organised.

Evidence of Success -The success of all the initiatives taken are evident from the fact that most of the faculty at Maharaja Surajmal institute are associated with the Institute for so long. The faculty reschedules the classes in any event of emergency or leave, thus a continuity in classes is ensured and it shows in the students of MSI making it to merit lists across Departments. Faculty members of this institute are well qualified, are publishing quality research papers in number of Scopus indexed and UGC CARE Listed Journals. Some of them have also managed to get independent research projects with renowned institutions such as ICSSR. Some faculty have also bagged prestigious National and International awards.

Regular skill development initiatives help the faculty to develop onto their personal goals as well. A majority of faculty in the institute hold a PhD Degree certifying their academic capabilities. Additionally, faculty members have swiftly shifted to online mode of teaching without affecting the productivity. They are kept motivated through various incentives and they pass on similar levels of enthusiasm and encouragement to the students. This has created a congenial environment to learn and grow and reach newer heights on personal and professional front together for all.

Problems Encountered- Excellence is not a one-time activity. It is a continuous pursuit to achieve the best that we can within available resources. MSI has always taken the challenges in its stride and has made consistent effort to excel at whatever is done. Even then, network problems and connectivity issues sometimes proved to be a hurdle in smooth conduct of online

classes. Likewise, lesser interaction and lack of emotional rapport in online platforms in comparison to offline mode lessened teaching effectiveness to some extent. Despite being highly qualified, faculty members are not recognized as eligible guides for PhD students in the university as University norms are a major deterrent. Further, the faculty are unable to get research grants and sponsorships from the government agencies for research projects due to norms which are a hurdle in their professional development and competency enhancement.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institute stands out for its student centric approaches that have made MSI the institute of choice for students, and the external ranking agencies have continuously graded it among the top ranked institutes in Delhi and India stamping our credibility. Some noteworthy features are enumerated below:

- Students at MSI excel in academics, are provided exposure to multiple activities and opportunities for all round development.
- They are consistently in the University top rankers list and are felicitated on year to year basis.
- The placement cell tirelessly works to secure best placements for students that has resulted in the students getting placed in top companies and organisations.
- In order to enhance their skill set, corporate visits and internships opportunities are provided and institute industry collaborations are strengthened.
- All this has been made possible by the innovative and creative teaching methods used by highly qualified, efficient and committed faculty members who are at par with the best in the industry.
- In the year 2020, the Institute rose to challenges of Covid 19 pandemic by being digitally resilient and responding to it with blended and hybrid modes ensuring thereby unhindered pace of education and also providing emotional support through mentoring and counselling.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

The Institute is committed to continue the tradition of quality education and service to nation. Academic Calendar for the Academic Year 2021-22 to be made more holistic in approach with an aim to cater to inclusive and multicultural ethos of the Institute. Infrastructure for online teaching learning to be further strengthened. Institutional Social Responsibility activities to be given due importance. Seminars/FDPs/Conferences/Webinars for faculty enrichment to be organised on National and International level and the gap between traditional pedagogy and contemporary requirements to be bridged. Faculty members of different courses will be encouraged to take more consultancies with the apex bodies of their respective departments.

The Institute aims to follow Hybrid Mode of Teaching Learning in the coming year in the light of Covid scenario. Industry-Institute collaboration, Student and faculty exchange programme, community outreach programme, local linkages to be strengthened. To cater to students' psycho social needs, Mentor-Mentee Programme along with a regular Counselling and On-Call Psychologist's services to be continued and made available to all those in need.

Further, the Institute strategically plans to evolve as a Centre of Excellence within purview of its vision and mission. The major planning is related to the optimum utilization of the area, infrastructure and the cost-benefit analysis being a self-financing institution. The action plan has been prepared with the proper time frame to complete the different phases of approval and affiliation process from the statutory bodies. The plan includes the requisite documents and the budget preparation related to the instructional area, infrastructure, library, faculty, processing fee, and affiliation process etc. The Committee has also initiated the process of seeking approval, NOC, and affiliation with GGSIPU, Bar Council of India, and AICTE. The institute has also been successfully granted the

increase in BCA students intake of 60 students w.e.f academic session 2021-22.